

Public Facilities Master Plan Steering Committee  
Tuesday, July 30, 2013  
Town Hall- Selectman's room - 7:00 p.m.

**Minutes:**

The meeting was called to order at 7:15 am and the following members were present: Patricia Vinchesi, Town Administrator; Karen Pritchard, Chair; Richard Hebert, School Committee; Richard Mitchell, Council on Aging; Jacqueline Carr, Public Building Commission; Bill Limbacher, Planning; Kevin Kelly, Facilities Director; Robyn Levirne, School Committee; Jen Morrison, At Large; Mary Ellen Gaziano, Library; Shawn Harris, BOS;

1.) **Vote to accept minutes from June 25 meeting:** Noted that agenda item #2) (**Discussion on any Alternative approaches to be considered toward the Master Plan**) was not discussed during the June 25, meeting.

2.) **Durkee Brown presentation at Selectman's meeting, highlights-** Great presentation, addressed the challenges, soft costs and ESCO initiatives. Explore the opportunity to phase construction. Board needs to discuss next steps. Have a lot of good data. Programming of space is good.  
?- Does "phasing" mean prioritizing or timing? PAV- Money financed and needs; will dictate Phasing.

3.) **Department head Interview reports were given for the following and by the following:**

- Library - Morrison
- Recreation - Gaziano

Discussion of how to complete departments not interviewed yet (Planning, Selectman, TA, Harbormaster, Widows Walk, COA, Water Treatment, Police), Pritchard to develop a plan. Pritchard requested that all "interviewers", send their notes; to be filed.

4.) - **Discussion of Hingham and Duxbury tours-**

*Hingham Town Hall and Senior Center* - Hingham office employees are looking for more space, primarily for Veterans affairs and for various storage needs. Police do not want to be combined with Town Hall. Senior Center layout is not good - staff offices are on window line and community lounge area is in interior space. Parking is a huge issue. IT equipment space is not adequate - servers in room with window, space is cramped, cabling is not properly organized, floor space used for storage impedes cooling of IT equipment. The main building common space has very nice historical appeal.

*Duxbury Police and Senior Center* – At Police Station, users were not included in design process. This resulted in over-building of office spaces and NO storage (They had to add a 3 bay pre-fab garage adjacent to the 4 month old facility.) Lieutenant commented on complicated mechanical systems and HVAC systems. Did a very good job of weather protection ( vehicles drop-offs /over-hangs) and providing back up power. The IT was stellar as was the 4 desk dispatch area. The Senior Center was large (2 story) and included a function room, numerous classrooms and common space. Parking was plentiful. The building was in an isolated location away from town center.

5.) **Gates/MSBA update** - Subcommittee has chosen four finalists for the OPM representative.. Interview of those four was Wed July 26. OPM selection needs to be submitted to MSBA by Aug 5.

6.) **What is Next –Open Discussion** – What is our Actual charge? Gates seems already designed ?

PAV: The Gates study is the result of 3 year effort that included examining the costs to renovate the building for continued use as a school. The original Durkee Brown Study (town paid \$375K) indicated that repairs to the building would cost in excess of \$20 million and that these repairs would not address functional inadequacies that would be required by the MSBA. The town spent an additional \$14K to study the building as a possible location for Town Hall, Senior Center, and Rec Department. The results of this additional study indicated that the cost to renovate the building as a multi-purpose town facility would be \$16 - \$22 million.

? - Is it clear to folks what the scope and purpose of this committee is? Should we sharpen focus on what the group is doing...in order to be effective? Need to know what the real charge of the committee is? Do we look at just this package or all properties?

The economic impact of the proposed master plan is important to know in the context of what the alternatives are. Understanding this is essential to gaining community support. Discussion centered on understanding the alternatives: the cost of repairing buildings that are not functionally obsolescent and replacing buildings that are obsolescent (senior center, police station.) Also discussed the importance of leveraging the need to replace the police station by also solving the Fire Department response time to the West End and Minot.

PAV: It is not the charge of this committee to determine how to fund a master plan but to identify the best overall approach! The Committee is charged with discussing the proposed plan with the public by sharing what we have learned about the buildings, functional needs, and how other towns have solved these same issues.

? - So what do we want the group to do?

PAV:

1- Report back to your constituents

- 2- Ask questions.....We need to have a sense of what questions the community will be asking?
- 3- Help the community become educated about current conditions and unmet needs.

7.) **Discussion points for upcoming BOS meeting -**

- 15 minutes allotted in the agenda
- Overview of what we've done so far.
- Report on tours
- Go through condensed list of observations
- Describe eye-opening aspects of walkthrough's.
- Propose that next phase will be to ascertain comparative costs of Gates Plan versus renovation in place and/or replacing Police and Senior Center.
- Timeline for decision making is unclear - MSBA decision on schools in February.
- Context regarding formation of committee is important - Sean or PAV can provide this.
- Karen, Bill, Richard to present.
- Karen will develop a script.

8.) Next meeting Tuesday Aug 13, Selectman's room.

Respectfully submitted, KMKelly.